

Box 1  
Folder # 1  
Fon #

**BEST COPY**

**AVAILABLE**

100-843-62

26 December 1962

**MEMORANDUM FOR:** Director of Personnel

**ATTENTION:** Chief, Salary and Wage Division

**SUBJECT:** Request for Establishment of Administrative Officer Position on Office of RD/2 Staffing Complement

1. It is requested that one slot from flexible position 603, GS-General, GS-16, on the staffing complement of the Office of Research and Development, Analysis Division, Office of the Chief, be abolished. In lieu of this position, it is requested that an Administrative Officer slot, GS-16, be established on the Support Staff of the immediate Office of the RD/2.

2. A ceiling of one should be transferred from OAD to the Office of the RD/2 to accommodate the establishment of this position.

25X1A9a

Executive Assistant  
Deputy Director (Research)

CLEAR:

Date: 27 DEC 1962

Deputy Director (Support)

Distribution:

Orig & 1 - Addressee

1 - RD/2

1 - RD/2/2 ILLEGIB

1 - RD/2/3

cc:bb (26 Dec 62)